

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES CASE MANAGER

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list.

**Location:** Individual and Family Support, Meriden, CT

**Job Posting No:** 022536

**Hours:** First Shift, Full-Time  
Monday-Friday, 8:00am-4:00pm

**Salary:** \$2133.95 bi-weekly

**Closing Date:** June 4, 2012

**Eligibility Requirement:** Candidates must have applied for and passed the EXAM TITLE exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** This Case Manager position in the Individual and Family Support Division is responsible for providing supports to approximately 40 individuals with developmental disabilities who reside at home with their families or independently. This caseload will consist of individuals who are on the Medicaid Waiver. This position will ensure that all CMS (Centers of Medicaid and Medicare Services) requirements and quality assurance activities are completed as required. Case management services, including the development and continued monitoring and review of the Individual Plan, are required to meet health and safety needs.

The case manger is accountable for performing a full range of tasks in providing case management services for persons with developmental disabilities and their families to ensure the delivery of appropriate medical, education/vocational, social and other services.

Must be able to complete the Individual Plan (IP) and lead teams effectively to assure individuals' health and safety. Understanding of social work practices, knowledge of developmental disabilities and treatment, oral and written communication skills, ability to translate clinical findings and recommendations into program activities and develop realistic program objectives, computer use, budgeting, negotiating for services, are a few of the many qualifications necessary.

**General Experience:**

Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

**Special Requirements:**

- 1 Incumbents in this class may be required to possess fluency in a foreign language for designated positions.
- 2 Incumbents in this class may be required to travel.
- 3 When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities **must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations.**

**Special Experience:**

Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience.
3. A Master's degree in Social Work may be substituted for the General and Special Experience.
4. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience.
5. For State Employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience.

6. For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application which can be located at [www.das.state.ct.us](http://www.das.state.ct.us), cover letter, resume, last two (2) performance appraisals or two (2) letters of reference. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
104 SOUTH TURNPIKE ROAD  
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FAX: 203-294-5160 OFFICE: 203-294-5123**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.